AdvancED™

ASSIST™ Technical Guide for Kentucky Schools and Districts

Building and Managing Goals and Plans

Table of Contents

About This Guide

This guide has been developed specifically for Kentucky schools and districts. It provides an overview of ASSIST™ and step-by-step instructions for building Goals and Plans in ASSIST.

ASSIST® Overview

What is ASSIST?

The AdvancED® Adaptive System of School Improvement Support Tools (ASSIST) is a state-of-the-art, web-based platform designed to broaden and sharpen thinking about continuous improvement, performance and accreditation.

Through a partnership, AdvancED and the Kentucky Department of Education (KDE) have customized ASSIST to guide and support a common, statewide improvement planning process for all Kentucky schools and districts. All Kentucky schools and districts have access to ASSIST.

> **ASSIST is designed to guide and streamline the improvement planning process and help eliminate duplication of effort.**
> **Learn more at: www.advanc-ed.org/kde**

ASSIST Basics

- ASSIST was the tool used to submit Program Reviews in the summer of 2013 and all Kentucky schools and districts now have access.
- ASSIST is a fully web-based system that does not have any specific network or system requirements. We recommend using the most recent versions of the following internet browsers for the best user experience: Mozilla® Firefox®, Apple® Safari®, Microsoft® Internet Explorer® or Google Chrome™.
- If your institution is required to submit a report in ASSIST, a task will be set, and the Head of Institution (Principal, Superintendent, etc.) and the primary contact listed in ASSIST will receive an email notification.

ASSIST Terminology

ASSIST (Adaptive System of School Improvement Support Tools)
A web-based school improvement platform used by schools, districts and independent school districts (ISD) and educational service agencies (ESAs) around the world to facilitate improvement planning and streamline compliance, accountability and accreditation reporting requirements.

Diagnostics

Tools designed to help schools and districts self-assess strengths and areas in need of improvement related to organizational effectiveness, performance and stakeholder perceptions in order to support ongoing improvement processes and practice.

NOTE: Diagnostics always are available for self-activation in ASSIST. You no longer have to wait for them to be activated. (The following diagnostics are referenced in this guide for the purpose of improvement planning: Executive Summary, Improvement Plan Stakeholder Involvement, School Data Analysis, Title I Schoolwide, Title I Targeted Assistance, Additional Requirements, Program Evaluation and Health & Safety)

Assurances

Compliance and/or accountability statements or questions that require a Yes or No certification response. Completion of Assurances in ASSIST also will support the upload of documentation as well as narrative comments.
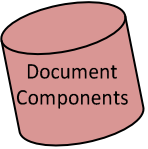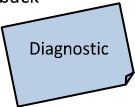
ASSIST Components

Requirements assigned to an institution that identify which reports need to be completed by a specified date. The components are requirements that are defined and assigned by KDE or AdvancED/NCA CASI.

NOTE: The head of institution and primary contact listed in the system will receive an email notification when a new ASSIST task has been assigned for their institution.

Navigating ASSIST

The primary navigation of ASSIST takes place using a series of tabs across the top of the screen. Specific tools are provided within each tab. The following diagram provides a basic overview of the ASSIST tabs and what is located within each.

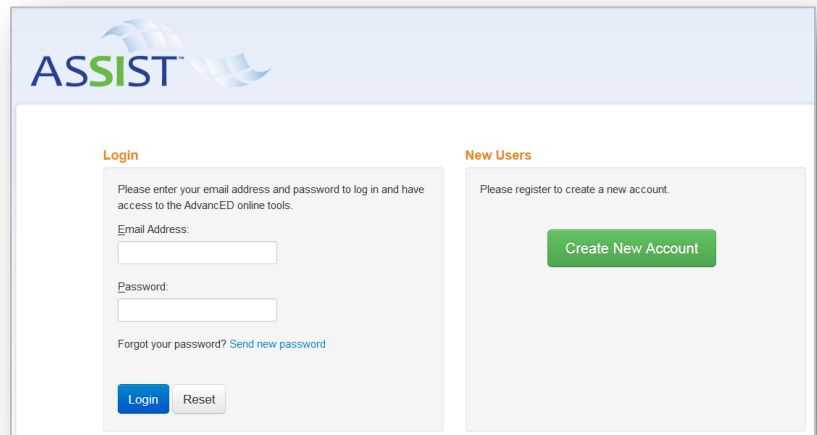| Portfolio	Profile	Diagnostics & Surveys	Assurances	Goals & Plans	Actions & Reviews
Due dates for required tasks - upcoming, past due and completed Contains task/document submission, review and approval workflow EXAMPLES: ▪ School Improvement Plan ▪ District Improvement Plan Document Components	Basic institution, demographic, affiliation, accreditation and accountability status information (e.g., Priority, Focus, Title I) Performance section is currently blank	Tools to facilitate the collection and analysis of data and information to inform the improvement planning process **School Diagnostics:** • Executive Summary • Self Assessment • Title I Schoolwide • Title I Targeted Assistance • Student Performance • Stakeholder Feedback • School Data Analysis **District Diagnostics:** • Executive Summary • Self Assessment • Additional Requirements • Student Performance • Stakeholder Feedback **Surveys:** • Parent • Staff • Middle/High Student (6-12) • Elementary Student (3-5) • Early Elementary Student (K-2) Diagnostic	Yes/No Certification Questions AdvancED and KDE state and federal Assurances Assurances	Build and manage goals and improvement plans Goal	SACS CASI Accreditation - Scheduled External Reviews and Required Actions Tools to facilitate a process of checks and balances to ensure appropriate goals and strategies are in place

Accessing Goals and Plans in ASSIST

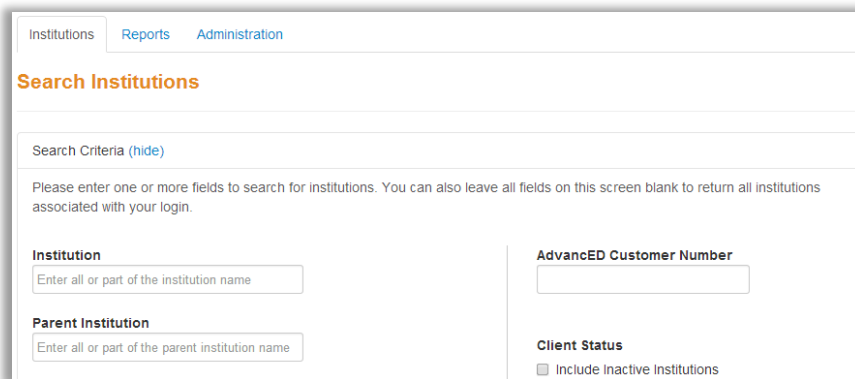Goals and Plans can be accessed by logging into ASSIST at www.advanc-ed.org/assist.

Log into ASSIST using your email address and password. If you need additional assistance with the login process, refer to the ASSIST Quick Start Guide at www.advanc-ed.org/assistresources.

Once you are in ASSIST, enter the institution that you wish to view and select **Search**.

Select the name of the Institution that you wish to view.

Once you are in the desired institution, select the **Goals & Plans** tab at the top of the screen.

ASSIST provides a step-by-step process by which schools and school systems can identify goals, construct measureable objectives, identify strategies and define activities. ASSIST takes the guesswork out of planning by allowing the user to respond to a series of guiding questions that result in a quality, measurable objective. The system then allows the user to identify strategies and activities to meet each objective. This is a thorough process by which the user assigns resources, establishes timelines and identifies staff responsible for implementation. Once goals are built in ASSIST, the user can assign goals to create various improvement plans and print working documents.

This component of ASSIST is dynamic and supports the continuous improvement process by allowing schools and school systems to reuse the goals to construct various plans as needed, as well as track the implementation of goals and plans while allowing for the ongoing modification and addition of goals based on new data and information.

Adding a Goal Name

The first step is the same for both academic and organizational goals.

An unlimited number of goals can be built at any time by selecting the **Create a Goal** button.

Step 1: Goal Name

Upon selecting the **Create a Goal** button, you will be taken to Step 1 of the Goal Builder process. This step requires you to type a goal into the narrative box provided.

Definition: A **goal** is a brief statement reflecting an end result or desired condition you want to achieve.

Example: All students will be proficient in mathematics.

Next, you will be asked to determine if you goal is academic or organizational. Your selection will determine which prompts are provided during the construction of your measurable objective in Step 2.

Definition: An **academic goal** is a goal that aims to meet some criteria related to student academic performance, competency or achievement.

Definition: An **organizational goal** is a goal that aims to meet non-academic criteria that pertain to the institution itself.

Upon completion of your goal, select the **Continue** button.

Step 2: Objective

The construction of a measurable objective in ASSIST is done systematically using a series of prompting questions with a wizard-like tool. Below is an outline of how the measurable objective questions are prompted depending on the goal type selected during Step 1 above.

Academic Goal

Constructing a measurable objective for an academic goal is a six step process. If you are adding an organizational goal, go to page 10.

WHAT
PROPORTION? of _____ WHO? _____ will do _____ WHAT? _____ by _____ WHEN? _____ as _____ MEASURED BY? _____ .

• Count • Percentage • Percentage Increase • Percentage Decrease	• All Students OR • Gender • Grade Level • Subgroup	Content Area • Collaborate to … • Complete a portfolio or performance … • Demonstrate a behavior … • Demonstrate a proficiency …	Select date using calendar	Narrative box

A. Who?

Select **Yes– Identify Specific Populations** to select the target population using the check boxes provided for gender, grades, and subgroups or select **No- The Objective is to Apply to ALL Students**. Select **Next**.

NOTE: In order to make one or more selection within a category, you must first select the category to activate the boxes below.

B. Proportion?

Identify a proportion using the dropdown menu and then provide a count or percentage in the *narrative box.* Select **Next**.

What proportion of the target population should achieve the objective?

A percentage

How many should achieve this objective?

87

C. What?

Select a content area from the dropdown menu. Identify what the target population should be able to achieve by using the dropdown menu and narrative box to construct a complete statement. Select **Next**.

What does the target population need to achieve?

What content area will this objective apply to?

Mathematics

When they achieve this objective, what will the target population be able to do? Please complete the

The target population should

demonstrate a proficiency | in problem solving

D. Measured By?

Use the narrative box to type in the measurement that will be used for this objective. Select **Next**.

How will success be measured? Please complete the following statement...

This objective will be measured by

State mathematics assessment

Back   Cancel   Next

E. By When?

Select a date using the calendar provided. Select **Next.**

When should this objective be reached?

03/14/2013

Mar   2013

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

F. Preview

Review the measurable objective constructed using the information provided in the steps above. If you are satisfied, select **Accept**. If you need to make changes, select **Back**.

Your Objective...

87% of Limited English Proficient First and Second grade students will demonstrate a proficiency in problem solving in Mathematics by 03/14/2013 as measured by State mathmatics assessment.

Organizational Goal

Constructing a measurable objective for an organizational goal is a four step process.

_____ WHAT? _____ by _____ WHEN? _____ as _____ MEASURED BY? _____ .

- Collaborate to …
- Complete a portfolio or performance …
- Demonstrate a behavior …
- Demonstrate a proficiency …

Select date using calendar

Narrative box

A. What?
State what will be achieved upon completion of the objective using the dropdown menu and narrative box to construct a complete statement. Select **Next.**

Step 1: Goal Name   Step 2: Objective   Step 3: Strategy   Step 4: Activity

1. **What?** You Are Here!
2. Measured By?
3. By When?
4. Preview?

What will be achieved? When this objective is complete, what will be the outcome? Please com

We will…

collaborate to

decrease the overall achievement gap to 19 percent

B. Measured By?
Use the narrative box to type in the measurement that will be used for this objective. Select **Next.**

How will success be measured? Please complete the following statement…

This objective will be measured by

the school report card

Back   Cancel   Next

C. By When?
Select a date using the calendar provided. Select **Next**.

		1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31

D. Preview
Review the measurable objective constructed using the information provided in the steps above. If you are satisfied, select **Accept.** If you need to make changes, select **Back.**

Your Objective…

Collaborate to decrease the overall achievement gap to 19 percent by 03/14/2013 as measured by the school report card.

Step 3: Strategy

Every objective in ASSIST must have at least one strategy and activity. Multiple strategies can be provided for a single objective. See the "Adding Goal Components" section of this document for instructions on how to add multiple strategies to the same objective. When adding a strategy to a measurable objective, the system will provide the ability to add an existing strategy if one or more strategies already exist within the goal.

Goal Builder

Step 1: Goal Name   Step 2: Objective   **Step 3: Strategy**   Step 4: Activity

A Strategy is an action that is specific, planned, evidence based and focused on student results to accomplish a goal and objective.

Choose "Add strategy" to create a new strategy

or...

click on "Choose an existing strategy" to link a strategy you have already create

Cancel   Add strategy   Choose an existing strategy

This option will only appear if one or more existing strategies are available to add. **NOTE**: Strategies only can be shared across objectives within the same goal.

Definition:	A **strategy** is an action that is specific, planned, evidence based and focused on student results to accomplish a goal and objective. A strategy can be thought of as the "how" to achieve the objective and/or goal. There can be multiple strategies to achieve each measurable objective.
Example:	Non-linguistic Representation – Staff will implement appropriate non-linguistic representation tools to increase the mathematical critical thinking abilities of all students. Research: The implementation of Thinking Maps as a way to deliver non-linguistic representation has been shown to increase student achievement in reading in the content areas for different populations of students, including Students with Disabilities. (*Student Success With Thinking Maps*, edited by David Hyerle)

To create a new strategy:

Provide a **Strategy Name** and brief description of the strategy.

NOTE: All strategies must have a unique name. Next, state the research used to support this strategy. Select **Next.** If you are satisfied with the preview generated, select **Accept**. If you need to make changes, select **Back**.

(**NOTE:** Research must be provided to meet Title I requirements.)

Step 1: Goal Name   Step 2: Objective   **Step 3: Strategy**   Step 4: Activity

A Strategy is an action that is specific, planned, evidence based and focused on student results to accomplish a goal and objective. A strategy can be thought of as the "how" to achieve the objective and/or goal. There can be multiple strategies to achieve each measurable objective.

Strategy Name ❓

How will the strategy work? ❓

6000 characters left

State the research used to support this strategy ❓

TIP: Grab the lower right corner of the narrative text box and drag it to the desired size. This can be helpful if some of the text is hidden due to the boxes size.

org/assist/s/strategyflow?execution=e7s3#   Next   Cancel

If you choose to link an existing strategy that you already have created, select the **Choose an Existing Strategy** button, select the strategy you wish to use and select **Add Selected Strategy**.

Goal Builder

Step 1: Goal Name   Step 2: Objective   **Step 3: Strategy**   S

Link an existing Strategy

Strategies within a goal can be shared across Objectives.

Select an existing Strategy from the list below to link to the Objective. Activities. One Strategy may be selected at a time.

○ IXL

○ Increase Parent Involvement

Cancel   **Add Selected Strategy**

Only strategies within the goal can be selected. It is not currently possible to share strategies with objectives under a different goal.

Sharing Strategies Across Objectives

Shared strategies are flagged in ASSIST and the plan output for easy identification. The **Activity by Funding Source** breakdown at the end of the plan is unduplicated.

Un-associate a shared strategy using the Remove link under the Action menu. This will not delete the strategy.

Sharing a strategy will automatically share the activities within that strategy.

Selecting the strategy name will open a pop-up window with the strategy description and list of activities within the strategy.

Deleting a Strategy

Within the goal builder, if a goal or objective is deleted, all of the strategies and activities associated with the goal or objective also are deleted. Once the strategies have been deleted, they now are considered retired , and the name of the strategy cannot be reused. In order to be able to reuse the strategies and activities, they must first be orphaned before deleting the goal or objective.

Orphaning a Strategy

In order to orphan a strategy, select the action button to the right of the screen. Select **Remove**.

Goal	K-Prep Proficiency Goal	0 notes	Action ▾
Objective	demonstrate a proficiency increase in the aver...	0 notes	Action ▾
Strategy	Professional Learning Communities	0 notes	Action ▾

View
Edit
Add Activity
Add Progress Note
⊖ Remove

Activity	Professional Learning Communities	1 notes
Activity	Development of Pacing Guides	0 notes
		0 notes
Activity	Attend National Middle School Conference	0 notes	Action ▾
Activity	Triumph Learning Instructional Focus	0 notes	Action ▾
Activity	Standards Integration / Implementation	0 notes	Action ▾

Goal Builder

Step 1: Goal Name   Step 2: Objective   Step 3: Strategy   Step 4: Activity

A Strategy is an action that is specific, planned, evidence based and focused on student results to accomplish a goal and objective.

Choose "Add strategy" to create a new strategy

or...

click on "Choose an existing strategy" to link a strategy you have already created with the objective.

Cancel   Add strategy   Choose an existing strategy

The strategy now is orphaned and ready to be adopted by another objective. Create your objective using the same process as previously outlined. At Step 3: Strategy, select the button **Choose an existing Strategy**.

On the screen that appears, you will see the strategies available for selection. Choose the strategy you want for the objective by selecting the radio button to the left of the strategy then select **Add Selected Strategy**.

The strategy, along with all of the associated activities will now be added to your objective. If you do not want the activities to remain attached to the strategy, you can remove them either before or after adding the strategy to a new objective.

Goal Builder

Step 1: Goal Name   Step 2: Objective   Step 3: Strategy   Step 4: Activity

Link an existing Strategy

Strategies within a goal can be shared across Objectives.

Select an existing Strategy from the list below to link to the Objective. Please note that this will link the Strategy and all of its existing Activities. One Strategy may be selected at a time.

◉ Professional Learning Communities

Cancel   Add Selected Strategy

Step 4: Activity

Every strategy in ASSIST must have at least one activity. Multiple activities can be provided for a single strategy. See the "Adding Goal Components" section of this document for instructions on how to add multiple activities.

Definition: An **activity** is an individual task or function performed as part of an overall strategy for instruction or improvement. Activities are specific and include a comprehensive description of the steps to be taken, timelines, resource allocations, staff responsible and a defined activity type (e.g., professional development, direct instruction, community engagement, etc.). Multiple activities may be required to address each strategy.

Example: Monitor Implementation of Writing to Win Strategies
Monitor the implementation of the instructional strategies through walk-thrus and program fidelity checks. 1/5/2011 — 5/10/2012, $0, Principal, Literacy Coach, Other.

Provide an **Activity Name** and brief **Description** of the activity. Using the dropdown menu provided, identify an **Activity Type**.

(**NOTE:** The **Other** option is available if your activity doesn't fit within one of the pre-defined types).

Select activity **Begin** and **End** dates using the calendars provided.

Use the dropdown menu to select a **Funding Source** and type a **Funding Amount** into the box provided.

(**NOTE:** Multiple funding sources can be added to a single activity. See the "Editing a Goal" section of this guide for instructions.)

The last element of the activity is the **Responsible**. Using the narrative box provided, list the staff responsible for activity implementation and oversight. Separate each name by a comma or hard return.

If no funding is required for the activity, select that option from the drop-down menu.

Upon completion of every field, select the **Next**. On the next screen select the **Preview.** If you need to make changes, select **Back.** If you are satisfied with your activity, select **Accept**.
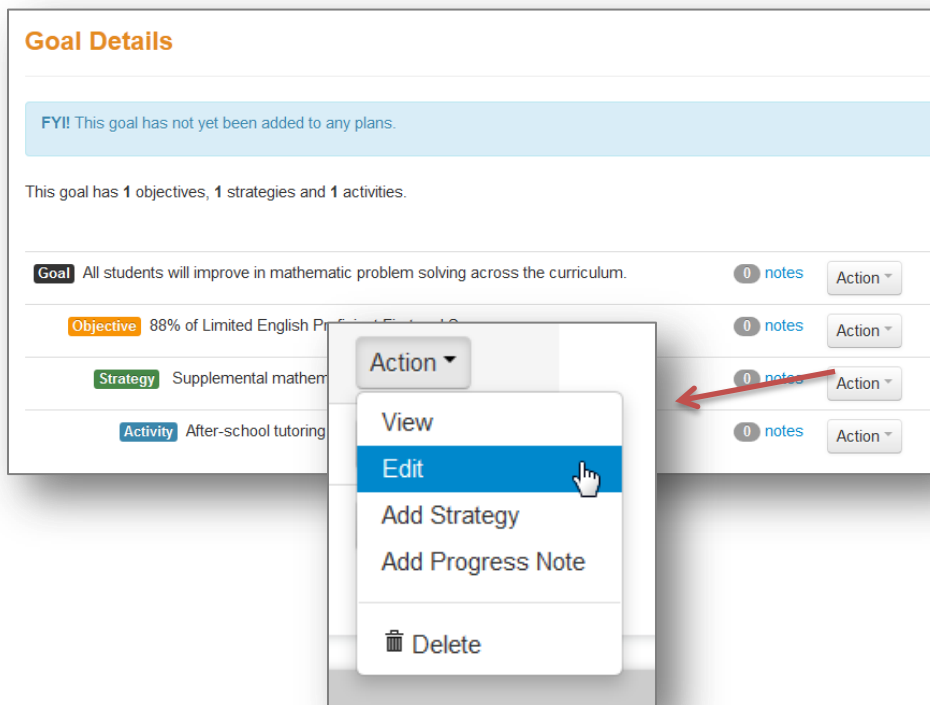
Once you have completed a goal, objective, strategy, and activity, you will be taken to the **Goal Details** page.

This page shows the hierarchy of the goal. Select the **Action** button to **view** the full goal component and/or make **edits.**

All schools in Kentucky are required to have goals in their CSIP aligned to the state goals for Gap, Graduation, K-PREP Proficiency, Next Generation Professionals – Teacher, Next Generation Professionals – Principal and College and Career Readiness, using the targets defined in the school's accountability results. Additional goals can be developed at the discretion of the school based on an analysis of student and organizational performance data.

Guiding documents that contain the goals and objectives, along with recommended strategies and activities can be found on the Kentucky Department of Education, Consolidated School and District Improvement website here. Institutions will customize these goals and objectives by embedding the specific targets assigned to their institution in the accountability results.

Note: All KDE goals should be written as organizational goals.

Organizational Goal

Constructing a measurable objective for an organizational goal is a four step process.

_____ by _____ as _____.
WHAT?   WHEN?   MEASURED BY?

- Collaborate to…
- Complete a portfolio or performance…
- Demonstrate a behavior…
- Demonstrate a proficiency…

Select date using calendar
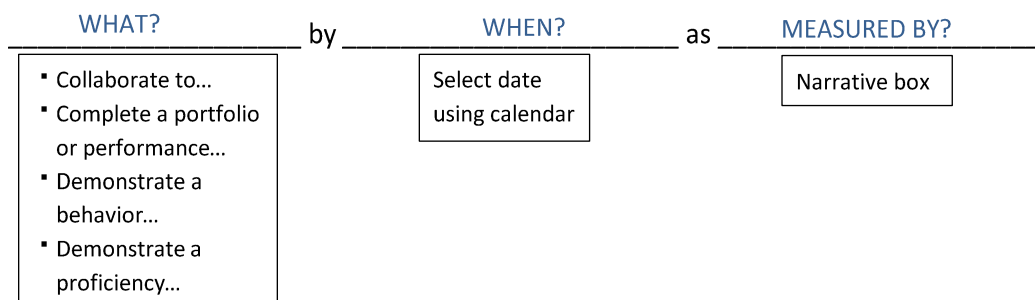
Narrative box

1. What?
State what will be achieved upon completion of the objective using the dropdown menu and narrative box to construct a complete statement. The KDE guiding documents will help you identify your objective. Select **Next**.

Goal Builder

Step 1: Goal Name | Step 2: Objective | Step 3: Strategy | Step 4: Activity

1. **What?** You Are Here!
2. Measured By?
3. By When?
4. Preview?

What will be achieved? When this objective is complete, what will be the outcome? Please complete the following statement:

We will...

collaborate to

have 64.5% of students graduate high school

Back   Cancel   Next

2. Measured By?
Use the narrative box to type in the measurement that will be used for this objective. For the KBE Goals, the measurement tool is the school report card. Select **Next.**

How will success be measured? Please complete the following statement...

This objective will be measured by

the school report card

Back   Cancel   Next

3. By When?
Select a date using the calendar provided. Select **Next.**

When should this objective be reached?

03/14/2013

	Mar	2013		
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4. Preview
Review the measurable objective constructed. If you are satisfied, select **Accept.** If you need to make changes, select **Back.**

Goal Builder

Step 1: Goal Name | Step 2: Objective | Step 3: Strategy | Step 4: Activity

1. What?
2. Measured By?
3. By When?
4. **Preview?** [You Are Here!]

Your Objective...

Collaborate to have 64.5% of students graduate from high school by 02/14/2014 as measured by the school report card.

Back | Accept | Cancel

Adding Goal Components

Additional components (e.g., objectives, strategies and activities) can be added to a goal at any time. From the **Goals and Plans Overview** page, select the goal for which you would like to add components.

From the **Goal Details** page, select the **Action** button for the level above where you want to add a component. For example, if you want to add a strategy, select the **Action** button at the objective level.

The selection to add a goal component will take to you that specific page where you can provide the additional objective, strategy or activity information and **Save**.

Editing a Goal

Goals in ASSIST are never locked. Edit a goal or any of its components (e.g., objectives, strategies, activities and funding sources) at any time by selecting the goal you would like to edit from the **Goals & Plans** overview page. However, if you make a change to your goals, this will not update plans already submitted.

From the **Goal Details** page, select the **Action** button for the component that needs to be edited, and select **Edit** from the menu.

Depending on the component chosen for editing, you will be taken to a screen where you can make the desired edits. For example, when editing an objective, you will have the ability to select each section of the objective to make changes.

Add a Resource

To add an additional resource (funding source) to an activity, use the process outlined above to edit the activity and then scroll to the bottom of the page and select **Add Resource**.

Repeat this process as needed until all resources have been added to the activity. Select the **Update** button on the **Activity** page.

Creating a Plan

Using the goals created in your institution's ASSIST account, you can create an unlimited number of plans. Goals/objectives/strategies/activities can be added at any time. When they are added, a new plan must be created to save the changes.

From the **Goals & Plans** overview page, select the **Plans** tab and select the **Create a Plan** button.

Provide a name and description for your plan.

The name you provide will show on the plan output and help differentiate one plan from another on the **Goals and Plans** overview page.

NOTE: The plan name always can be changed at a later time.

Next, select the goals you want to include in the plan. Selecting at the goal level will automatically select all objectives, strategies and activities within that goal.

Selecting at a lower level, such as the activity, will allow for only that specific activity and its related strategy, objective and goal to be included in the plan.

Included	Node	Name
☑	Goal	All students will improve in reading comprehension
☑	Objective	100% of First, Second, Third, Fourth and Fifth grade students will demonstrate a proficiency ap...
☑	Strategy	Reading in the Content Area
☑	Activity	Content Area Reading Strategies
☑	Strategy	Summer School
☑	Activity	Summer School
☑	Objective	A 10% increase of Fifth grade students will demonstrate a proficiency reading comprehension and...
☑	Strategy	We Read
☑	Activity	We Read
☑	Objective	A 15% increase of Third and Fourth grade students will demonstrate a proficiency reading compre...
☑	Strategy	Reading Strategies
☑	Activity	Guided Reading
☑	Strategy	Accelerated Reader
☑	Activity	Accelerated Reader
☐	Goal	All students will become proficient in Math
☐	Objective	A 10% increase of First, Second, Third, Fourth and Fifth grade students will demonstrate a pro...

Included	Node	Name
☑	Goal	All students will improve in reading comprehension
☐	Objective	100% of First, Second, Third, Fourth and Fifth grade students will demonstrate a proficiency ap...
☐	Strategy	Reading in the Content Area
☐	Activity	Content Area Reading Strategies
☐	Strategy	Summer School
☐	Activity	Summer School
☑	Objective	A 10% increase of Fifth grade students will demonstrate a proficiency reading comprehension and...
☑	Strategy	We Read
☑	Activity	We Read
☐	Objective	A 15% increase of Third and Fourth grade students will demonstrate a proficiency reading compre...
☐	Strategy	Reading Strategies
☐	Activity	Guided Reading...

The flexibility of the ASSIST plan builder will allow for the creation of multiple plans (e.g., Technology Plans, Professional Development Plans, 30-60-90 Day Plans, etc.), without requiring any duplication of effort.

Once you have selected all the desired goals, select the **Save** at the bottom of the page. You now can view your plan output by selecting the **PDF** button.

Note: If you update a goal component after it has been included in a plan, the plan will only include the changes if you return to the plan, remove and re-add the changed goal component and save the plan changes. PDF versions do not get updated. A new plan will need to be created to get the "snapshot" of the update if it needs to be shared or posted.

2012-13 School Improvement Plan

Sample School

Sample School District

John Smith
0000 Kentucky Address
Kentucky City, KY 00000

2012-13 School Improvement Plan
Demo KY School 27

Goal 1: All students will improve in reading comprehension

Measurable Objective 1:
100% of First, Second, Third, Fourth and Fifth grade students will demonstrate a proficiency applying reading strategies in English Language Arts by when as measured by PAWS and MAP RIT scores.

Strategy 1:
Reading in the Content Area - Content area teachers will model and teach specific reading strategies that will help their students master the intended content of the course.

Activity - Content Area Reading Strategies	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Each content area teacher will teach specific reading strategies that we enable to their students to better grasp the content of the course.	Direct Instruction	07/01/2012	06/30/2013	$0	No Funding Required	Mayana Sims, Gwen Walsh

Strategy 2:
Summer School - Non-Proficient readers will be offered an opportunity to participate in summer school. The focus will be highly engaging work that will be centered around skills and strategies that will enable the students to improve their reading comprehension.

Activity - Summer School	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Students will participate in activities designed to help them improve their reading comprehension.	Tutoring	07/01/2012	06/30/2013	$6500	Title I School Improvement (ISI)	Josh Jackson

Measurable Objective 2:
A 15% increase of Third and Fourth grade students will demonstrate a proficiency reading comprehension in English Language Arts by when as measured by MAPs and BOE's.

Strategy 1:
Reading Strategies - Reading strategies will be taught to non-proficient readers in a year long Guided Reading class

Activity - Guided Reading	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Students have a small-group instruction with Guided Reading teachers involving the application of multiple, pre, during and post-reading strategies such as connections, predictions, visualization, synthesizing, summarizing, decoding and fix-up strategies.	Direct Instruction	07/01/2012	06/30/2013	$2500	Title I Part D	Shelley Simms, Heather, Schnell, Heather Milligan

Demo KY School 27
© 2012 AdvancED
Page 3
www.advanc-ed.org

Tracking Goal Progress

Once you have built goals in ASSIST you can begin using the **Progress Note** functionality to track implementation.

Begin by selecting the goal for which you would like to track progress from the **Goals & Plans** overview page.

From the **Goal Details** page, select the **Action** button for the component where you would like to make a Progress Note. Select **Add Progress Note** from the menu. Progress notes can be added at all levels of the goal.

A pop-up window will appear allowing for a comment to be added. At the measurable objective and activity levels, an additional progress status can be added.

Measurable Objective: Met or Not Met

Activity: In Progress, Complete, Not Completed or Not Applicable

Provide the desired comment and/or progress status and select **Save**.

The number of progress notes added to each goal component is displayed on the **Goals Details** page.

To view the **Progress Log** of all notes provided for a goal component, select the **Notes** link next to the component.

Goal Details

This goal has 3 objectives, 5 strategies and 5 activities.

Goal	All students will improve in reading comprehension	1 notes	Action
Objective	100% of First, Second, Third, Fourth and Fifth …	1 notes	Action
Strategy	Reading in the Content Area	0 notes	Action
Activity	Content Area Reading Strategies	3 notes	Action
Strategy	Summer School		
Activity	Summer School		

3 notes   Action

Progress Log

Activity Content Area Reading Strategies

Status	Comment	Created On	Created By
Completed	This activity has been completed. An evaluation of the new reading strategies is currently being implemented.	November 4, 2012	Mrs. Heather S Kinsey
In Progress	Teachers have been trained.	November 21, 2012	Mr. John Jones
In Progress	Materials have been ordered.	November 22, 2012	Mrs. Heather S Kinsey

The **Progress Log** identifies who made the progress note and when.

Include Progress Notes in a Plan
Progress notes can be included in the plan output if desired. If you have already created the plan, select the **Plans** tab from the **Goals & Plans** overview page and select the plan.

Scroll to the bottom of the **View Plan** page and select the *Edit Plan* button.

Goals & Plans

Streamline the process of developing and managing goals.

Goals   Plans   Reports

Create a Plan

Plan Name	Number of Goals
Flushing High School Academic Goals	5

This will open the **Create or Edit Plan** screen where you will find an option to include progress notes. Check the box and select **Save.**

When you view the plan output, the progress notes will be included.

☑ Include progress notes for the goals selected.

Goals Reporting

Reporting provides a way to export activity and strategy information in a CSV or Excel format to support the ongoing management and oversight of the improvement process.

From the **Goals & Plans** overview screen, select the **Reports** tab. Select the report you want to access by selecting the report name.

Goals & Plans

Streamline the process of developing and managing goals.

Goals   Plans   Reports

Please Note: It may take up to 15 minutes for reports to reflect changes made in the system.

Goal Reports

Report	Description
Activity Report	This report allows a user to search by institutions for their goal related activities
Strategy Report	This report allows a user to search by institutions for their goal related strategies

Upon selection of the report, the system will present a series of filtering criteria. Select the criteria you want to include in your report output. For example, if you want to view all professional learning activities scheduled to take place between March 1, 2013 and August 1, 2013, select the **Activity Type** of Professional Learning from the dropdown menu, and enter the applicable activity begin and end dates.

Once your criteria has been identified, select *Export as CSV* or *Export as EXCEL*. The system will email you a link to download the requested file within 10-15 minutes.

Activity Report

▾ Hide Search Criteria

Institution Type   Select...

Institution

Activity Type   All

Funding Source   All

Activity Status   All

Activity Begin

Activity End

Export as CSV   Export as EXCEL